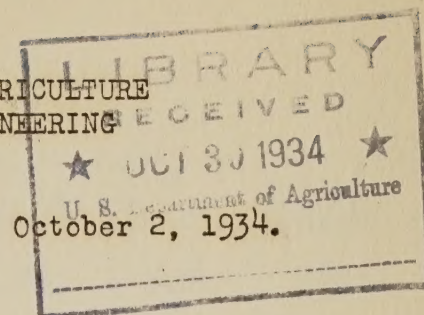


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9
En 3 B m

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING
Washington, D. C.



BUREAU MEMORANDUM NO. 30

Appointments in the Field Service at the Minimum of the Grade

The attention of all field officers is called to Personnel Circular No. 1, dated September 12, 1934, from the Director of Personnel, which reads:

In a decision of August 31, 1934 (A-56683) the Comptroller General held that all appointments in the field service should be made at the minimum salary rate of the appropriate grade as required by rule 6 of section 6 of the original classification act. The practice of making appointments in the field service at any one of the salary rates in the appropriate grade is hereby discontinued. This change puts all appointments, both Washington and the field service, on the same basis.

There is attached hereto a chart showing the salary steps according to the different grades of the different services. This is to be used as a guide in determining the rates of pay not only for new formal appointments but also for letter of authority employment if the duties are of classified character. It need not apply to unskilled laborers, cooperative appointments, Public Works employment where rates of pay have been established by the Public Works Administration, or to employment under excepted rule limiting the compensation to \$540 per annum.

The daily rate is determined by dividing the annual rate by 360. The hourly rate is determined by dividing the daily rate by 8 or 7, according to the length of the working days.

S. H. McCrory
S. H. McCrory,
Chief of Bureau.

Schedule of annual salary rates under Classification Act effective July 1 1923 and amendments effective July 1, 1928 and July 15, 1930.

July 1, 1928 and July 1, 1930.										
CAF	CU	P	SP	A 65-69	B 70-74	C 75-79	D 80-84	E 85-89	F 90-94	G 95-100
	1			600	600	660	720	780	840	840
			1	1020	1080	1140	1200	1260	1320	1380
	2			1080	1140	1200	1260	1320	1380	1380
	3			1200	1260	1320	1380	1440	1500	1500
1			2	1260	1320	1380	1440	1500	1560	1620
	4			1320	1380	1440	1500	1560	1620	1680
2			3	1440	1500	1560	1620	1680	1740	1800
	5			1500	1560	1620	1680	1740	1800	1860
3			4	1620	1680	1740	1800	1860	1920	1980
	6			1680	1740	1800	1860	1920	1980	2040
4			5	1800	1860	1920	1980	2040	2100	2160
	7			1860	1920	1980	2040	2100	2200	2300
5	8	1	6	2000	2100	2200	2300	2400	2500	2600
6	9		7	2300	2400	2500	2600	2700	2800	2900
7	10	2	8	2600	2700	2800	2900	3000	3100	3200
8				2900	3000	3100	3200	3300	3400	3500
9		3		3200	3300	3400	3500	3600	3700	3800
10				3500	3600	3700	3800	3900	4000	4100
11		4		3800	3800	4000	4200	4400	4600	4600
12		5		4600	4600	4800	5000	5200	5400	5400
13		6			5600	5800	6000	6200	6400	
14		7					6500	7000	7000	7500
15		8						8000	8500	9000
16		9		Salaries in excess of \$9000 by express legislation.						

1. The first part of the report is devoted to a general survey of the situation in the country. It is followed by a detailed account of the work done during the year. The third part contains a list of the names of the persons who have been engaged in the work, and a list of the names of the persons who have been engaged in the work.

No.	Name	Age	Sex	Profession	Religion	Marital Status	Education	Income	Assets	Liabilities	Net Worth	Remarks
1	John Doe	35	M	Teacher	Protestant	Married	High School	\$1,200	\$5,000	\$2,000	\$3,000	
2	Jane Smith	28	F	Nurse	Catholic	Single	College	\$800	\$1,000	\$0	\$1,000	
3	Robert Brown	42	M	Farmer	Methodist	Married	High School	\$1,500	\$10,000	\$3,000	\$7,000	
4	Mary White	30	F	Homemaker	Baptist	Married	High School	\$600	\$2,000	\$1,000	\$1,000	
5	William Black	55	M	Retired	Anglican	Married	College	\$1,000	\$8,000	\$4,000	\$4,000	
6	Elizabeth Green	25	F	Student	Jewish	Single	College	\$400	\$1,500	\$0	\$1,500	
7	Charles Hall	40	M	Engineer	Protestant	Married	College	\$2,000	\$12,000	\$5,000	\$7,000	
8	Sarah King	38	F	Teacher	Catholic	Married	College	\$1,100	\$3,000	\$1,500	\$1,500	
9	Thomas Lee	50	M	Businessman	Methodist	Married	College	\$3,000	\$20,000	\$8,000	\$12,000	
10	Anna Miller	22	F	Student	Baptist	Single	College	\$300	\$1,000	\$0	\$1,000	
11	George Wilson	45	M	Doctor	Anglican	Married	College	\$2,500	\$15,000	\$6,000	\$9,000	
12	Helen Young	32	F	Homemaker	Jewish	Married	High School	\$700	\$2,500	\$1,200	\$1,300	
13	Frank Adams	58	M	Retired	Protestant	Married	College	\$1,300	\$9,000	\$4,500	\$4,500	
14	Grace Baker	27	F	Nurse	Catholic	Single	College	\$850	\$1,200	\$0	\$1,200	
15	Edward Clark	48	M	Engineer	Methodist	Married	College	\$2,200	\$13,000	\$5,500	\$7,500	
16	Frances Evans	35	F	Teacher	Baptist	Married	College	\$1,150	\$3,200	\$1,600	\$1,600	
17	Harold Foster	52	M	Businessman	Anglican	Married	College	\$2,800	\$18,000	\$7,000	\$11,000	
18	Irene Gibson	24	F	Student	Jewish	Single	College	\$350	\$1,100	\$0	\$1,100	
19	James Harris	43	M	Doctor	Protestant	Married	College	\$2,600	\$16,000	\$6,500	\$9,500	
20	Katherine Jones	31	F	Homemaker	Catholic	Married	High School	\$750	\$2,800	\$1,300	\$1,500	
21	Leo King	56	M	Retired	Methodist	Married	College	\$1,400	\$10,000	\$4,800	\$5,200	
22	Margaret Lee	26	F	Nurse	Baptist	Single	College	\$900	\$1,300	\$0	\$1,300	
23	Nathan Miller	47	M	Engineer	Anglican	Married	College	\$2,300	\$14,000	\$6,000	\$8,000	
24	Olivia Smith	33	F	Teacher	Jewish	Married	College	\$1,200	\$3,500	\$1,700	\$1,800	
25	Philip Taylor	53	M	Businessman	Protestant	Married	College	\$2,900	\$19,000	\$7,500	\$11,500	
26	Rebecca White	23	F	Student	Catholic	Single	College	\$400	\$1,200	\$0	\$1,200	
27	Samuel Black	44	M	Doctor	Methodist	Married	College	\$2,700	\$17,000	\$6,800	\$10,200	
28	Teresa Brown	34	F	Homemaker	Baptist	Married	High School	\$800	\$3,000	\$1,400	\$1,600	
29	Victor Clark	54	M	Retired	Anglican	Married	College	\$1,500	\$11,000	\$5,000	\$6,000	
30	Wendy Davis	21	F	Student	Jewish	Single	College	\$450	\$1,300	\$0	\$1,300	
31	Xavier Evans	46	M	Engineer	Protestant	Married	College	\$2,400	\$15,000	\$6,200	\$8,800	
32	Yvonne Foster	36	F	Teacher	Catholic	Married	College	\$1,250	\$3,800	\$1,800	\$2,000	
33	Zachary Gibson	51	M	Businessman	Methodist	Married	College	\$3,100	\$21,000	\$8,000	\$13,000	
34	Alice Harris	25	F	Nurse	Baptist	Single	College	\$950	\$1,400	\$0	\$1,400	
35	Bernard Jones	49	M	Doctor	Anglican	Married	College	\$2,800	\$18,000	\$7,000	\$11,000	
36	Catherine King	37	F	Homemaker	Jewish	Married	High School	\$850	\$3,200	\$1,500	\$1,700	
37	Daniel Lee	57	M	Retired	Protestant	Married	College	\$1,600	\$12,000	\$5,200	\$6,800	
38	Evelyn Miller	27	F	Student	Catholic	Single	College	\$420	\$1,300	\$0	\$1,300	
39	Frederick Smith	41	M	Engineer	Methodist	Married	College	\$2,500	\$16,000	\$6,500	\$9,500	
40	Gerald Taylor	39	M	Businessman	Baptist	Married	College	\$3,200	\$22,000	\$8,500	\$13,500	
41	Helen White	29	F	Nurse	Anglican	Single	College	\$1,000	\$1,500	\$0	\$1,500	
42	Isaac Black	59	M	Retired	Jewish	Married	College	\$1,700	\$13,000	\$5,500	\$7,500	
43	Julia Brown	31	F	Teacher	Protestant	Married	College	\$1,300	\$4,000	\$1,900	\$2,100	
44	Kenneth Clark	52	M	Businessman	Catholic	Married	College	\$3,300	\$23,000	\$9,000	\$14,000	
45	Lillian Davis	24	F	Student	Methodist	Single	College	\$480	\$1,400	\$0	\$1,400	
46	Maxwell Evans	43	M	Doctor	Baptist	Married	College	\$2,900	\$19,000	\$7,200	\$11,800	
47	Nancy Foster	35	F	Homemaker	Anglican	Married	High School	\$900	\$3,500	\$1,600	\$1,900	
48	Oscar Gibson	55	M	Retired	Jewish	Married	College	\$1,800	\$14,000	\$5,800	\$8,200	
49	Pamela Harris	26	F	Nurse	Protestant	Single	College	\$1,050	\$1,600	\$0	\$1,600	
50	Quentin Jones	47	M	Engineer	Catholic	Married	College	\$2,600	\$17,000	\$6,800	\$10,200	
51	Rachel King	38	F	Teacher	Methodist	Married	College	\$1,350	\$4,200	\$2,000	\$2,200	
52	Samuel Lee	58	M	Businessman	Baptist	Married	College	\$3,400	\$24,000	\$9,500	\$14,500	
53	Tina Miller	23	F	Student	Anglican	Single	College	\$500	\$1,500	\$0	\$1,500	
54	Ulysses Smith	42	M	Doctor	Jewish	Married	College	\$3,000	\$20,000	\$7,500	\$12,500	
55	Vivian Taylor	32	F	Homemaker	Protestant	Married	High School	\$950	\$3,800	\$1,700	\$2,100	
56	Walter White	53	M	Retired	Catholic	Married	College	\$1,900	\$15,000	\$6,000	\$9,000	
57	Xenia Black	28	F	Nurse	Methodist	Single	College	\$1,100	\$1,700	\$0	\$1,700	
58	Yusef Brown	44	M	Engineer	Baptist	Married	College	\$2,700	\$18,000	\$7,000	\$11,000	
59	Zoe Clark	36	F	Teacher	Anglican	Married	College	\$1,400	\$4,500	\$2,100	\$2,400	
60	Adrian Davis	56	M	Businessman	Jewish	Married	College	\$3,500	\$25,000	\$10,000	\$15,000	

Prepared by the Bureau of Census, Washington, D.C.

1.4
En 3 Bm

LIBRARY
RECEIVED
★ JAN 15 1936
U. S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING
WASHINGTON, D. C.

December 26, 1935

BUREAU MEMORANDUM NO. 41

EXEMPTION OF FEDERAL EXCISE TAX ON CERTAIN COMMODITIES.

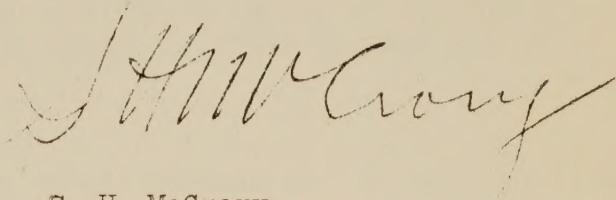
Reference is made to the attached Procurement Division, Treasury Department, Circular Letter No. 124, concerning Section 401 of the Revenue Act of 1935, which exempts from excise taxes certain articles purchased for the exclusive use of the United States.

The effect of this circular letter is that an Exemption Certificate must be used for the purpose of securing exemption of the Federal Excise Tax on purchases for the exclusive use of the United States. Until a new form of exemption certificate is prepared and issued by the Bureau of Internal Revenue it will be necessary to use Standard Form No. 44. The heading should be changed from "United States Government Motor Fuels Tax Exemption" to "United States Government Excise Tax Exemption" (except for purchases of gasoline and oil the heading need not be changed), and where the purchase of exempted commodities covers items other than gasoline and oil, necessary changes must be made in the body of the certificate. The words "State or local tax" should be substituted by the words "Federal Excise Tax". The certificate should also contain a statement to the effect that the articles purchased are for the exclusive use of the United States.

Where it is necessary to make cash payments for exempted articles, such as roadside purchases of gasoline and oil, a receipt should be taken on Standard Form No. 1066 on which should be made the same changes and additions as on Standard Form No. 44. This receipt should accompany the reimbursement account when submitted. Where gasoline and oil purchases are charged and billed on white voucher, Standard Form No. 1034, an exemption certificate for the Federal Excise Tax should be issued at the time of each purchase or one certificate issued for all purchases at the end of the month when the bill is rendered, whichever suits the convenience of the purchaser. Where the Government has been exempted from payment of the Federal tax a statement should be made on vouchers, including expense accounts, that the Federal excise tax is not included in the price charged, much in the same manner as the nonpayment of State taxes is indicated.

It should be remembered that on articles where there is both a State and Federal tax, such as gasoline, two certificates on Standard Form No. 44 must be issued, one filled out in the usual manner to cover the State tax and the other, changed in accordance with above instructions, to cover the Federal tax.

There remain at this time questions to be settled by the Comptroller General in reference to this Federal Excise Tax and until such time when we receive more definite instructions on the subject the above will remain in effect.

A handwritten signature in dark ink, appearing to read "S. H. McCrory". The signature is written in a cursive style with a large, sweeping initial "S" and a long, horizontal stroke extending to the right.

S. H. McCrory,
Chief of Bureau.

TREASURY DEPARTMENT
Procurement Division

October 2, 1935.

Branch of Supply

Circular Letter No. 124

TO THE HEADS OF ALL DEPARTMENTS AND ESTABLISHMENTS:

SUBJECT: TAX EXEMPTION ON PURCHASES FOR THE EXCLUSIVE USE OF THE UNITED STATES OF ARTICLES INCLUDED IN TITLE IV OF THE REVENUE ACT OF 1932, AS AMENDED

Reference is made to Section 620 of the Revenue Act of 1932, as amended (effective October 1, 1935), by Section 401 of the Revenue Act of 1935, approved August 30, 1935.

This section provides that no tax shall be imposed with respect to the sale of any article specified in Title IV of the Revenue Act of 1932, as amended -

"For the exclusive use of the United States, any State, Territory of the United States or any political subdivision of the foregoing or the District of Columbia."

Accordingly, it will be necessary to deduct the amount of the Federal excise tax from the purchase price of the articles enumerated in said Title IV of the Revenue Act of 1932. A list of such articles is attached. This applies to all purchases made on and after October 1, 1935.

In obtaining exemption from the payment of Federal tax pursuant to said Act, it is directed that certificates and receipts similar to Standard Forms 44 and 1066 be used with appropriate changes specifying the particular article involved and indicating that it is exemption from Federal tax, instead of state or local tax. There should be included in the certificate and receipt a statement that the article is purchased "FOR THE EXCLUSIVE USE OF THE UNITED STATES."

These certificates and receipts will, of course, be in addition to the certificates and receipts executed in obtaining exemption from state or local taxes on such articles.

H. J. COLLINS
Assistant Director of Procurement.

Gasoline.

All products commonly or commercially known or sold as gasoline (including casing head and natural gasoline), benzol, benzene, or naphtha, regardless of their classifications or uses; and any other liquid of a kind prepared, advertised, offered for sale or sold for use as, or used as, a fuel for the propulsion of motor vehicles, motor boats, or airplanes; except that it does not include any of the foregoing (other than products commonly or commercially known or sold as gasoline) sold for use otherwise than as a fuel for the propulsion of motor vehicles, motor boats, or airplanes, and otherwise than in the manufacture or production of such fuel, and does not include kerosene, gas oil, or fuel oil.

Automobiles, motor cycles, etc.

Automobile truck chassis, and automobile truck bodies (including in both cases parts or accessories therefor sold on or in connection therewith or with the sale thereof). Other automobile chassis and bodies and motorcycles (including in each case parts or accessories therefor sold on or in connection therewith or with the sale thereof).

Tires and inner tubes.

Toilet preparations.

Furs.

Jewelry, etc.

Radio receiving sets and phonograph records.

Mechanical refrigerators.

Sporting goods.

Firearms, shells, and cartridges.

Cameras, weighing not more than 100 lbs., and lenses for such cameras, (except aerial cameras)

Candy.

Chewing gum.

Lubricating oil.

Brewer's wort, liquid malt, malt sirup, and malt extract;

Grape Concentrate, etc.

Matches.

1.9 B-m
U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING
Washington, D. C.

BUREAU MEMORANDUM NO. 45

Government Tax Exemption Certificates

Attached hereto for information and guidance is a copy of General Regulation No. 86, issued by the Comptroller General of the United States on June 19, 1936, which prescribes the use of a new form of tax exemption certificate and identification card which supersedes Standard Forms Nos. 44, 45 and 1066.

It will be noted that paragraphs 7, 10, 11 and 12 are not applicable to field officers, while the first six paragraphs are very important and should be carefully studied, especially paragraph 3 which gives details regarding actual and proper use of Standard Form No. 1094.

The instructions regarding issuance and non-issuance of tax exemption certificates are summarized as follows:

I. Issuance of Certificates.

A. State or Local tax.

1. If excluded - give certificate to vendor.
2. If included - attach certificate to voucher.

Certificate must be issued by field officer at time of purchase and signed by vendor when exemption is not allowed so that Government can use in claiming refund of the tax paid.

If cash purchase exceeds \$1.00 it will be necessary to take a receipt on Form 1012d or on the sales ticket of the dealer to support the item in the reimbursement account.

B. Federal Tax.

1. If excluded - give certificate to vendor.
2. If included - see instructions below for non-issuance.

C. State or Local and Federal Taxes.

1. Separate certificates for each required as above outlined.

II. Issuance of Certificates for Extended Deliveries under Contract.

- A. Certificates may be furnished the contractor, as above set forth, upon completion of extended deliveries rather than for each separate delivery.

III. Non-Issuance of Certificates (Tax Exemption Certificates must never be issued in the following cases.)

- A. If only Federal Tax is included.
- B. If purchase is for items of subsistence expense when employee is traveling on official business under a per diem allowance.
- C. If purchase is for items of travel expense when employee is traveling on official business in his own personally owned motor vehicle and is granted a mileage allowance.
- D. If individuals in official travel status do not actually pay for items at time of purchase. (Note)

(Note): In some instances it is known that certain oil companies will not make sales unless the tax exemption certificates are given at the time of delivery. In such cases the only recourse is to comply with the practice of the oil companies and issue the certificates at the time of sale.

Regardless of how the matter of tax exemption is handled, all vouchers covering taxable items must show by a definite statement whether taxes of any kind are included or excluded. If included show what kind and the amount. All vouchers where state or local tax is included must also show serial numbers of the tax exemption certificates issued to cover items listed.

The old forms numbers 44 and 1066 were designed to cover State and local tax exemption on motor fuels, but it will be observed that the new form number 1094 has been made to cover exemption from Federal, State and local taxes, on all taxable commodities when purchased for the exclusive use of the United States. Full instructions for proper use are printed on the reverse side of each tax exemption certificate as well as on the inside of each book cover.

When a purchase is made which involves both State, or local, and Federal taxes and it is necessary to issue two separate certificates, it will be possible by use of the carbon attached to each tax exemption certificate book to make both at once, with the exception of filling in the amounts in the proper blocks in upper right-hand corner and signing the certificates. For cash purchases it is more practicable to pay the Federal tax and avoid the necessity of a Federal Tax certificate.

You should requisition this office for your requirements of the tax exemption books, which contain twenty-five serially numbered blank certificates, and also the Government tax exemption identification card for each employee who will be required to use the certificates. Both the books and the identification cards are numbered and a record will be maintained in this office of the employees to whom these are issued.

September 26, 1936

S. H. McCrory
S. H. McCrory,
Chief of Bureau.

1.9
En3B-m
U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING
Washington, D. C.

BUREAU MEMORANDUM NO. 44.

SICK LEAVE

Your attention is called to the following sections of Executive Order No. 7410 dated July 9, 1936, in regard to sick leave. The first five sections of this order are as follows:

"SEC. 1. Sick leave with pay shall be granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement, or when some member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee, or when, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.

"SEC. 2. Except as provided in section 3 hereof employees shall be entitled to sick leave at the rate of 1 $\frac{1}{2}$ days a month, and if such leave is not used it shall accumulate; PROVIDED, that the total accumulation shall not exceed 90 days. Sick leave accruing during any month of service shall be available at any time during the month.

"SEC. 3. In cases of serious disability or ailments, and when the exigencies of the situation so require, sick leave may be advanced not in excess of 30 days in addition to the unused sick leave that has accumulated to the credit of employees; PROVIDED, that such advances shall not be made to any employee more than 3 times during any one calendar year; that every case of advanced sick leave shall be supported by the certificate of a registered practicing physician or other practitioner; that the total of such advances shall not exceed at any time 30 days beyond the accumulated sick leave; and that such advances shall be charged against sick leave subsequently accumulating.

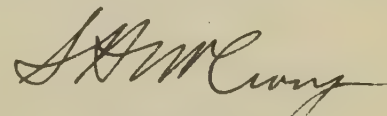
"SEC. 4. When an employee applies for sick leave in excess of the amount accumulated to his credit and the circumstances do not justify such an advance, the excess leave applied for, if granted and used, shall be charged against any unused annual leave to which the employee is entitled, or, if there is no unused annual leave, the excess shall be charged as leave without pay, and such leave shall not thereafter be converted into either sick or annual leave subsequently accumulating.

"SEC. 5. Sick leave shall not be advanced in an amount that would exceed the total that would accumulate during the period from the date of the advance to the termination of a limited appointment (not temporary in character), or one expiring on a specified date." * * *

The remaining sections pertain to various details of the methods of administering sick leave and they may be obtained upon request from the Administrative Officer of the Bureau.

Please particularly note Section 3, where it is stated that in cases of serious disability or ailments, and where the exigencies of the situation require, sick leave not in excess of 30 days may be advanced by the Chief of Bureau provided that such advance shall not be made to any employee more than three times during one calendar year; that every case of advanced leave shall be supported by the certificate of a registered practicing physician or other practitioner; that the total of such advances shall not exceed at any time 30 days beyond the accumulated sick leave; and that such advances shall be charged against sick leave subsequently accumulating.

Your cooperation in asking for sick leave strictly in accordance with these regulations will be greatly appreciated.


S. H. McCrory,
Chief of Bureau.

August 5, 1936.

1.9
103-1000

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Agricultural Engineering

CLASSIFICATION
of
EXPENDABLE, SEMIEXPENDABLE, AND NONEXPENDABLE PROPERTY

January, 1937

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING
Washington, D. C.

BUREAU MEMORANDUM NO. 48

PROPERTY INVENTORY

In connection with the submission of inventories of non-expendable property it is desired at this time to clarify several points which have heretofore caused some confusion, and to develop a uniformity of procedure among the field offices. It is also desired to call particular attention to the new Regulations of the Department of Agriculture with reference to the same subject matter (paragraphs 4111 through 4433).

There is attached hereto a list of non-expendable, semi-expendable and expendable property which has been approved by the Chief, Division of Purchase, Sales and Traffic, as required by the Department Regulations, for the use of this Bureau in determining the classification into which any particular piece of property shall fall. No doubt there are a number of items of a non-expendable or semi-expendable nature which do not appear on this list, and there will probably be a number of items appearing thereon, expendable, semi-expendable, or non-expendable, which might under peculiar circumstances fall within a different classification from that indicated. The determination of such matters must be made by the individual charged with the property in each particular case and, if in his opinion, or for his particular needs, certain property should be classified differently than shown in the attached sheets, suggestions and recommendations are invited. So far as practicable, however, this list should be adhered to. Any property acquired through purchase order or requisition issued by the Washington Office will have indicated on field office copy of such purchase order or requisition "expendable", "semi-expendable", or "non-expendable", depending upon the nature of such property and, unless otherwise advised by the person to whom such property is delivered, it will be assumed by the Washington Office that the property so classified is correct and will be recorded accordingly.

Property purchased in the field for which vouchers are submitted to the Washington Office will be considered "expendable", "semi-expendable", or "non-expendable" strictly in compliance with the enclosed property list, and unless this office is advised to the contrary property records will be made accordingly.

If during the year property of a non-expendable or semi-expendable nature has been built into other equipment of a permanent nature, thereby losing its identity, accountability will be required only for the completed piece of equipment. When property has been torn down and rebuilt for experimental purposes, it may be considered expendable, provided such equipment is not retained for permanent use, but in any event notation should be made of such property which has been torn down in submitting the inventory, provided, of course, that it is non-expendable property,

in order that proper adjustment can be made. Should such property be removed from such other equipment, or in some manner regain its former characteristic of non-expendability or semi-expendability it must be accounted for in the usual manner. In further reference to the matter of classification of property, attention is called to paragraphs 4221 and 4311 of the Department Regulations.

Employees will be required to submit to the Washington Office an annual inventory of non-expendable property in their possession (paragraph 4312b). Property of a non-expendable nature may be disposed of or removed from inventory only through a Board of Survey duly appointed in accordance with the Department Regulations, (paragraph 4421), except when such non-expendable property has been lost, stolen, destroyed, or damaged beyond profitable repair or salvage, in which case there should be transmitted to the Chief of the Bureau, through the customary channels, a certificate on honor (Bureau "Property Lost or Destroyed" form) listing the articles for which it is desired to be relieved of accountability, and a statement of the circumstances surrounding their loss, destruction, theft, etc., as the case may be (paragraph 4432).

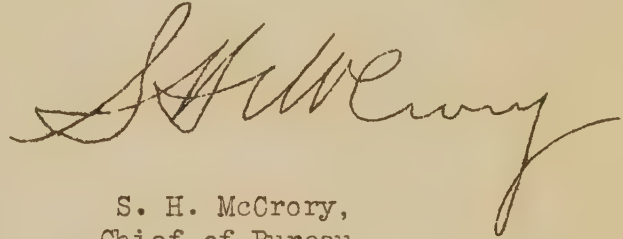
Employees will not be required to submit an annual inventory of property which falls within the classification "semi-expendable", (paragraph 4311b). However records of such property must be maintained at the field stations (paragraph 4312a). Such records will be subject to inspection and check at all times by any authorized Bureau official. Such semi-expendable property as has become lost, stolen, destroyed, worn out or is otherwise rendered valueless can be sworn off the records only through use of the Bureau "Property Lost or Destroyed" form. Thus there will be maintained at all times an accurate index of the amount, kinds and value of the semi-expendable property at any particular field station. Transfer of semi-expendable property between the various offices must be evidenced by the usual Bureau "Transfer of Property" form. These forms should be prepared and executed in the usual manner. Paragraphs Nos. 4211 and 4212 of the Department Regulations set out the responsibility and accountability of officials for property placed in their custody. These paragraphs should be read and understood thoroughly.

Inventory of property should be taken by actual physical count. All property should be listed in alphabetical order on the inventory, or divided into different classes and then listed alphabetically, whichever is more practicable. A full description is a very material aid in identifying the particular property and all serial, model and bureau numbers appearing thereon should be given in the description, together with any other marks of identification such as trade names, etc.

Any regulation heretofore promulgated, inconsistent with what has been outlined herein or in conflict with the Department Regulations, is hereby revoked, and the cooperation of all those concerned is urgently

requested in following the above in order to avoid confusion and conflict in procedure among the various offices, and to effect some method by which Bureau property may be controlled and protected.

There are also enclosed a supply of "Inventory" and "Property Lost or Destroyed" forms for your use. If any additional forms are needed they may be secured upon request.

A handwritten signature in dark ink, appearing to read 'S. H. McCrory', with a stylized, flowing script.

S. H. McCrory,
Chief of Bureau

January 29, 1937.

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING

PROPERTY LIST

NON-EXPENDABLE

Accumulators
Adapters, camera, film pack, lens
Addressographs
Agitators, spray pump
Alidades
Ammeters
Amplifiers
Analyzers
Anchors
Animals (if not used for experimental purposes)
Anvils
Apparatus, absorption, air conditioning
dehydrating, distilling, drafting,
drawing and projection, extraction,
freezing, grain crushing, incinerating,
moisture, potato drying, refrigeration,
etc.

Arkograf, pen out fits
Arms, telephone
Aspirators, metal
Atlases
Attachments (not forming regular part
of equipment)

Automobiles, passenger carrying and
trucks.

Bags, mail, leather
Balances, laboratory, warehouse
Balers, hay
Baller, potato

SEMI-EXPENDABLE

Adzes, hand, tree

Angles, drawing

Apparatus, chemical, glassware,
etc.

Aprons, laboratory, rubber, sterm,
wagon

Arbors

Atmometers

Augers, soil, posthole, grain, etc.

Axes, broad, hand, single bit, etc.
Bags, canvas, carrying

EXPENDABLE

Absorbers, sound, shock
(felt pads, etc.)

Adjusters, cord

Albums
Alloys

Asbestos
Aspirators, glass

Awls
Awnings
Bags, burlap, cotton,
paper

NON-EXPENDABLE

Balopticans
Barographs
Barometers, aneroid, mercurial
Barrows, wheel
Bases, bookcase, file section, etc.
Baskets, waste, desk (metal)
Baths, water, etc.
Beds, sleeping
Benches, welding, work, laboratory, vise,
saw, etc.
Bellows, foot
Bicycles
Binders, grain, corn, etc.
Binders, ring & post type, leather,
fabrikoid
Binoculars
Bins, steel, grain, flour, etc.
Blackboards
Blankets, horse, bed, etc.
Blasts, sand
Blowers, air, dust, pressure
Boats, stone, row, etc.
Boilers, steam generating, for power & heat
Bookcases, revolving, stationery, etc.
Books, instruction, technical, atlases, etc.
Bookstacks, library
Booths, telephone, etc.
Borers, corn, etc.
Bottoms, plow
Bottles, vacuum, metal

SEMI-EXPENDABLE

Bars, rail, pinch, wrecking
Baskets, potato, market, desk
(wood)
Batteries, storage
Bearings, wind vane, etc. (when
not part of other equipment)
Bellows, hand
Belting
Benders, conduit, tire
Binders, looseleaf, ring, canvas
cover, etc.
Bits, all types and kinds
Blocks, tackle, pulley, etc.
Boards, clip, bulletin, etc.
Boards, drafting, plane table, etc.
Bobs, plumb
Boots, rubber, etc.
Boxes, soil sample

EXPENDABLE

Bands, rubber, etc.
Bandages, hospital
Barrels, metal, wood
(one time shippers)
Basins, porcelain, stone,
enameled, etc.
Batteries, dry
Beakers
Beaters
Bells, door, electric,
etc.
Blades, hacksaw, etc.
Blocks, paving, fix-
ture, etc.
Board, beaver, binder,
press, tar, etc.
Books, catalogues,
blank, etc.
Bottles, glass
Bowls
Boxes, pasteboard, ship-
ping, etc.

NON-EXPENDABLE

Brackets, telephone
 Breakers, brush, electric circuit
 Bridges, soil, wheatstone
 Bridles
 Brooders
 Buggies
 Buildings
 Bunchers
 Bunks, steel
 Bureaus
 Burners, weed, oil, electric, cooking, etc.
 Burnishers, hand
 Busters, middle

Cabinets, filing, supply, cloak,
 medicine, etc.

Calculators, machine and hand
 Calipers, machinists
 Calorimeters
 Cameras, all types

Cappers, bottle
 Carburetors (when not part of other
 equipment)
 Carpets
 Carriages
 Carriers, camera, luggage, etc.
 Cars, dolly, utility, automobile, etc.
 Carts, wheel, horse, spray, etc.

SEMI-EXPENDABLE

Boxes, tool, file, ice, etc.
 Braces, carpenters

Broilers (kitchen utensils)

Brooms and brushes
 Buckets and pails
 Bulbs, atomizer, light,
 etc.

Burners, bunsen, gas,
 etc.
 Bushings
 Buttons
 Buzzers, electric

Cabinets, paper towel
 Cables, wire, etc.

Cages, animal, soil sampling, etc.

Canteens

Candle sticks
 Cans, all kinds

Capes, rain, etc.

Carbides
 Carbons
 Cards, paper and metal

NON-EXPENDABLE

Cases, brief, transfer, file, camera,
instrument, etc.

Centrifuges, electric, hand
Chains, surveyors, band, engineer's, etc.
Chairs, all types except camp chairs
Chambers, drying, filter, vacuum, etc.
Chandeliers
Checks, door, etc. (when not permanent)
Chests, cedar, steel, etc.
Chiffoners
Choppers, hay, stalk
Choppers, meat, etc.
Churns

Cinemographs

Cisterns
Cleaners, ditch, flue, file, vacuum, etc.
Clocks, electric, wall
Clutches
Coils, heating, induction, etc.
Collars, horse
Collectors, dust, gas, etc.
Colorimeters
Commutators
Compactor, spring board, etc.
Compasses, drawing beam, surveyor's
Compensators
Compressors
Comptometers
Computers, alcohol
Condensers, electric, etc.
Conditioners, hay, grain
Contactors, electric circuit
Controllers (when not part of other
equipment)

SEMI-EXPENDABLE

Cases, canvas carrying, snow
survey equipment
Chains, log, automobile
Chaining pins

Chisels, ice, carpenters
Chucks, drill, lathe, etc.
Chutes, coal

Clamps, "C"

Cleavers, meat
Clocks, alarm
Coats, rubber

Congoleum

EXPENDABLE

Casks, metal, wood
Casters
Castings
Cells, battery, etc.
Chains, dog, halter,
transom, etc.

Clamps, basin, cable,
hose, laboratory, etc.
Clips, paper, photo-
graphic, etc.
Coils, glass

Collets

Combs, curry, mane,
toilet, etc.

Condensers, laboratory,
glass, etc.
Cones, filter, etc.
Containers, soap
Copper, sheet etc.

NON-EXPENDABLE

Converters, rotary
 Conveyors, belt, etc.
 Cookers, fireless, electric, etc.
 Coolers, water, milk, etc.
 Costumers, metal, wood
 Cots, folding, non-folding
 Cottages, buildings
 Couches
 Counters, electric, etc.
 Cradles, grain
 Crates, other than shipping
 Creamatories
 Crushers
 Cultipackers
 Cultivators
 Cutters, paper, cotton stalk shredders,
 etc.
 Cupboards
 Cylinders, when not part of other
 equipment
 Davenport
 Deodorizers
 Derricks, Mast and Boom, etc.
 Desks, all types
 Detectors
 Developers, photographic
 Devices, lettering, weighing, reading,
 pipe pulling, etc.
 Dictaphones
 Dies and Stocks, sets of
 Diggers, tree
 Disinfectors
 Distributors, fertilizer, poison, file,
 mail, etc.
 Ditchers

SEMI-EXPENDABLE

Coulters, plow
 Couplings, mechanical
 Crowbars
 Curves, drafting
 Cushions, coach
 Cutters, wire, bolt, pipe weed, etc.
 Densicator, vacuum, glass
 Dies
 Diggers, potato, posthole, root (hand)
 Discs, harrow
 Dispensers, soap, cup, etc.
 Dividers, proportional, machinist's,
 engineer's, etc.
 Doors, when not built into equipment
 or buildings
 Cord, all types
 Corks
 Corkscrews
 Cotton
 Countersinks
 Covers, basin, etc.
 Crates, shipping
 Crayons
 Crimpers
 Cups, porcelain, tin,
 etc.
 Cuspidors
 Cylinders, glass
 Demi-john
 Dibbles, other than
 metal
 Dippers
 Discs, sterilizing,
 valve, etc.
 Dishes
 Domes, glass

EXPENDABLE

NON-EXPENDABLE

Drags, farm, road
 Dressers
 Driers, forage, grain, etc.
 Drill, electric, breast
 Duplicators
 Dusters, cotton, etc.
 Dynamometer, drawbar, power car, etc.
 Dynamos

Easels
 Electrodes
 Electrometers
 Elevators, grain, freight, etc.
 Emasculators
 Embossers
 Ends, file section, etc.
 Engines, all types and kinds
 Eveners
 Excavators
 Expellers, oil
 Extinguishers, fire
 Extractors
 Eyepieces, drawing, micrometer, etc.

Facers
 Fans, desk, blower, exhaust, etc.
 Filing furniture
 Fillers, plumbers, tank
 Finders, camera
 Fixtures, gas, lamp, electric, display
 Flagstaffs and masts
 Flexiphones
 Floats
 Flumes, Parshall
 Flushers, sewer
 Forges

SEMI-EXPENDABLE

Drills (Bits)
 Drop lights

Edges, straight, etc.

Evaporimeters

EXPENDABLE

Droppers, medicine
 Duck, enamel, cloth
 Dusters, feather

Envelopes
 Erasers, steel, rubber

Extension pipe

Eyelets
 Eye screws, etc.

Fasteners, belt, clamp,
 sash, etc.
 Files, iron, wood, hand
 Files, pasteboard, index
 Films
 Filters, glass & porcelain
 Flasks, glass
 Flasks, glass
 Flour
 Fluids
 Forms, standard

Flagstaffs and masts (portable)
 Flashlights
 Flasks, metal
 Flatirons

Forks, hay digging, etc.

NON-EXPENDABLE

Forms, concrete, metal, etc.
Freezers, ice-cream
Funigators
Furnaces, heating, baking, combustion, etc.
Furrowers

Gages, recording, all types
Galvanometers
Gates, irrigation
Generators, gas, electricity, steam,
etc. (other than glass)
Gins, cotton, etc.
Glasses, field, magnifying, reading, etc.

Gongs
Graders, corn, potato, road, etc.
Granulators
Grates
Greenhouses, (Buildings)
Griddles
Grinders, tool, seed, etc.
Grindstones
Grips
Guides, trash
Guns, firearms, spray pressure, etc.

Hacksaws, power
Hammers, for soil tubes
Handcuffs
Harness, horse
Harrows, disc and tooth
Heaters, electric, gas, etc.
Hillers, celery
Hoes, rotary
Hoists, chain
Holders, copy, etc.

SEMI-EXPENDABLE

Frames, hack saw, picture, map, etc.

Gages, tire (air pressure)

Goggles
Gauges

Groovers, machinists
Guns, grease, dust (hand)

Hacksaws, hand
Hammers, carpenters, sledge, etc.
Hatchets
Haversacks
Hods, brick, plaster, etc.
Hoes, hand

Holders, clip board, etc.

EXPENDABLE

Funnels
Fuses

Gaskets
Gauze

Gimlets
Glasses, jelly, drinking,
etc.
Glassware, laboratory
Gloves
Glue

Hacksaw blades
Handles, pick, axe, etc.
Hangers, coat, box, etc.

Hinges, etc.

Holders, bottle, card,
etc.

NON-EXPENDABLE

Holsters
Hoods, laboratory, oil, tank
Hoppers
Hotplates, (heaters) Electric
Hydrographs
Hygrothermographs
Hullers
Humidifiers
Humidors
Iceboxes
Ignitors
Incinerators
Incubators
Indicators, speed, engine
Injectors
Instruments, drawing, surveyor's, etc.
Irrigators
Jacks, building, etc.
Joints
Justophoto
Kilns, grain, hay, etc.
Kodaks
Lacers, belt
Ladders, step, extension, etc.
Lamps, desk, table, gas, electric, etc.
Lances
Lanterns, gas, electric
Lathes, all types
Launches

SEMI-EXPENDABLE

Horses, wood
Hose, garden, etc.
Hydrometers

Hooks, eye, awning, etc.
Hooks and rings

Inkstands, desk sets

Ink
Inkwells
Insulators
Irons, angle, etc.

Irons, soldering (except electric)

Jacks, auto
Jars, vacuum test, etc.

Jars, glass

Kettles, cooking, steam jacket,
etc. (cooking utensils)
Kits, tool, etc.
Knives, pocket, butcher, putty, etc.

Labels, gummed, etc.
Lacing, belt
Ladles, tanners, etc.

Lanterns, oil

Latches, door, etc.
Lath

NON-EXPENDABLE

Lawn Mowers, hand, horse, motor driven
 Lenses, photographic, etc.
 Lettering sets
 Levels, surveyor's, engineer's, etc.
 Liners, section
 Linters, cotton
 Listers, corn, etc.
 Loaders, hay, etc.
 Lockers, steel, wood, etc.
 Lounges
 Lysimeters

Machines, all types, motor driven
 or otherwise
 Magnetos
 Magnets, electric
 Magnifiers

Mattresses
 Mechanisms, lifting, etc.
 Megaphones
 Meters, air, current, gas, voltmeter,
 water, etc.
 Micrometer, caliper, etc.
 Microphones
 Microscopes
 Millivoltmeters
 Mills, wind, coffee, grinding, etc.
 Mimeographs
 Mixers, concrete, etc.
 Monoculars
 Motorcycles
 Motors, all types (when not part of other
 equipment)

SEMI-EXPENDABLE

Leggins
 Levels, carpenter's
 Linoleum, battleship, etc.
 Locks, pad, etc.

Machetes
 Machine, stapling, (small, hand)

Mallets
 Mandrels
 Maps, wall
 Mats, door, etc.
 Mattock
 Mauls, steel
 Mirrors

EXPENDABLE

Letters, metal
 Lifters, stove, tack,
 etc.
 Linen
 Lines, clothes, etc.
 Lubricants
 Lumber
 Lye

Mantles, gas-lamp
 Maps, pocket
 Mats
 Measures, cover glass,
 map, etc.

Millinette
 Mitts, hand

Mortars, glass, or
 porcelain
 Moulding
 Mounts, card, photographic

NON-EXPENDABLE

Mowers, hand machine, etc.
Multigraphs

Nets, fly, horse

Oculars, drawing, micrometer, etc.
Odometers

Outfits, arc land, reading, belt, drawing,
enlarging, hay stacking, photographic,
printing, vulcanizing, etc.
Ovens, drying, electric, etc.

Packers

Pans, evaporation
Pantographs
Pasteurizers
Pedometers
Peelers
Pens, Wrico lettering, fountain, etc.
Percolators
Perforators, paper
Phones, wall
Phonographs
Photostats
Pickers, huskers

Pillows, feather, cotton, etc.
Pitot tubes
Planchettes

SEMI-EXPENDABLE

Nets, collecting
Nippers
Nozzles, hose, spray

Cars and Car locks

Paddles, canoe
Padlocks
Pails, water, bucket, etc.
Penholders, drawing, etc.

Pencils, bow
Perforators, hand
Photometer
Pincers
Pins, chaining, surveyor's
Pickers, fruit, etc.

Planes, carpenter's

EXPENDABLE

Mugs, other than metal
Muslin
Muzzles, dog, horse, etc.

Netting, fly, etc.
Nipples, plumbing, etc.

Oil
Oil cans
Oilers
Openers, can, etc.
Ovals, celluloid

Packets, first aid
Paddles, photographic
Pads, desk, seat, etc.
Paints
Pans, enameled, galvanized,
tin
Paper, Bond, blueprint
photographic, etc.
Pencils, drawing, artist's,
writing, etc.
Penholders
Penracks, etc.

Pipe

NON-EXPENDABLE

Planimeter, polar, roller, etc.
Planters, cotton, corn, etc.
Plants, heating, etc.

Plows, all types
Plungers, plumber's, beet, etc.
Pointers, spoke
Polarimeters
Polarizers
Poles, ranging, surveyor's, etc.
Potentiometers
Power cars
Presses, drill, hay, print, etc.
Printers
Probes, grain
Projectors, photographic, motion
 picture slide, etc.

Pulverizers
Pumps, all types, hand or machine
 driven
Punches, paper, heavy duty
Pyrometers

Quilts, bed clothing

Racks, soil tray, etc.
Radio equipment
Rakes, machine
Rams, hydraulic
Ranges, gas, electric, etc.
Rating station, current meter
Reading Machine (B.A.Eng.)
Reapers
Recorders, waterstage, etc.
Rectigraphs
Refrigerators

SEMI-EXPENDABLE

Plates, screw, etc. (thread cutters)
Platens, typewriter
Pliers

Plumb bobs

Poles, window

Preservers, life, etc.

Protractors, drawing
Psychrometers
Pulleys, for block and tackle

Pumps, auto, tire, hand
Punches, small hand, paper, office

Rakes, hand

Reamers

Reflectors

EXPENDABLE

Plates, porcelain
Plugs, spark, etc.

Pointers, pencil
Pokers, stove, etc.

Posts, binding, etc.
Pots, coffee, flower, etc.

Prints, photographic, etc.

Protectors, pencil, etc.

Pulleys, awning, sash,
 shade, etc.
Pulls, door, etc.

Racks, drying, laboratory,
 grain, etc.
Railings, wood, iron

NON-EXPENDABLE

Registers, anemometer, water stage, etc.
 Regulators, gas, etc.
 Relays
 Respirators
 Rifles
 Roasters, coffee, meat
 Robes
 Rods, current meter, leveling, etc.
 Rollers, lawn, road, concrete
 Rugs
 Rules, slide, etc.
 Saddles
 Safes
 Samplers, soil, grain, etc.
 Satchels
 Saws, machine driven
 Scales, balances, weight, slide measuring, etc.
 Scissors, office
 Scrapers
 Sealers, envelope
 Sectional furniture
 Sections, filing, bookcase, etc.
 Seeders
 Separators, cotton, cream, etc.
 Sets, drawing instruments, desk, etc.
 Setters, plant
 Shapers
 Shavers, stalk, etc.
 Sheaths, leather
 Shellers, corn, etc.

SEMI-EXPENDABLE

Saws, compass, cross cut, rip
 Scoops, shovel
 Screens, sand, gravel, etc., hand
 Screwdrivers
 Scythes
 Sharpeners, pencil
 Shears, tinners, etc.
 Sheaves, hand

EXPENDABLE

Rests, wood, etc.
 Ribbons, typewriter, etc.
 Rings
 Rivets, etc.
 Rods, bamboo, brass, etc.
 Roofing
 Ropes
 Rules, foot & yard
 Sand
 Sash
 Sawdust
 Scalpels
 Seeds
 Sets, nail, rivet
 Shades, electric, etc.
 Shakers, salt, etc.
 Sheeting
 Shields, erasing, etc.

NON-EXPENDABLE

Shelters, instrument
 Shields, radiator
 Shops, machine
 Shredders, cornstalk
 Shutters, camers
 Sieves, large, motor driven
 Sifter, motor driven
 Silos
 Skids, loading
 Skiffs
 Skis
 Sleds
 Slicers
 Slings, hay, horse
 Smokadors
 Spacers
 Speed Reducers
 Speedometers, when not part of other equip.
 Sprayers, dust, insect, etc. (except hand guns)
 Spreaders, fertilizer, etc.
 Stackers, hay
 Stacks, book
 Stands, typewriter, book, telephone, etc.
 Starters
 Sterilizers
 Stools, drafting, laboratory, etc.
 Stoves, gas, coal, etc.
 Stretchers, carpet, wire, etc.
 Suitcases
 Sweepers, carpet, street
 Tables, all types
 Tachometers
 Tanks, metal

SEMI-EXPENDABLE

Shovels

Sieves, flour, etc.
 Signs, office, metal, etc.

Skilletts

Sledges, hammer

Sleeves, standard drill

Slickers, rubber

Slopes, desk
 Snaps, chain

Spades

Spatulas

Spokeshaves

Sprayers, dust, insect, hand (except light duty)

Sprinklers, lawn

Sprockets

Square, carpenter's

Staffs, Jacob's

Stamps, rubber, etc.

Straight edges

Straps, leather, etc.

Suits, slicker

Supports, book, etc.

Syringes, battery, hydrometer

Switches, electric

Tablets

Talleys, hand register

Tampers, ground, hand

NON-EXPENDABLE

Tapes, steel
 Telemeters
 Telephones
 Telescopes
 Tents, canvas
 Thermographs
 Thermoregulators
 Thermostats
 Threaders
 Threshers
 Timers, watches
 Toboggans
 Tops, section, book case, etc.
 Torch, blow, laboratory, etc.
 Tractors
 Trammels
 Transformers, electric
 Transits, engineer's, surveyor's
 Trestles
 Triers, grain, etc.
 Trimmers, print, etc.
 Tripods, camera, surveyor's
 Troughs
 Trucks, automobile, etc.
 Trunks
 Tubes, pitot, vacuum, etc.
 Turbines, steam
 Typewriters

Units, irrigation, etc.

Valises
 Valves, 2 $\frac{1}{2}$ " or greater
 Vans
 Vaporizers
 Vats

SEMI-EXPENDABLE

Tapes, cloth, measuring
 Tarpaulins
 Thermometers
 Tires and tubes, automobile, motorcycle, etc.
 Tongs, ice
 Tools, small
 Trays, desk
 Triangles, drafting
 Trowels
 T-Squares
 Tubes, snow, soil, inner
 Twisters, wire
 Umbrellas

Valves, 1"-2"

EXPENDABLE

Tape, adhesive
 Terminals, cable
 Thimbles
 Tile
 Towels
 Traps, fly, etc.
 Trays, card, desk, etc.
 Tubes, wrapping, etc.
 Unions
 Valves, less than 1"
 Varnish

NON-EXPENDABLE

Vehicles
Viscometers
Vises, bench, saw, pipe, etc.
Visible, index equipment
Voltmeters
Vulcanizers

Wagons, all types
Wallets
Washers, print, etc.
Watches, stop, etc.
Wattmeters
Weeders, horse
Weirs
Welding outfits
Wheelbarrows
Winches
Windlass

Wringers

Yokes, oxen, etc.

SEMI-EXPENDABLE

Ventilators

Ventilating glass

Walks, plank

Washers

Wedges

Weights

Wells, ink

Wheels, pulley, truck, etc.

Wire

Wood

Wrenches, "S", etc.

Wrenches, pipe

Approved by Chief, Division of Purchase, Sales, and Traffic, January 8, and 28, 1937

1-9
Em 3 B.m

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING

August 31, 1937.

BUREAU MEMORANDUM NO. 50
SUPPLEMENT NO. 1.

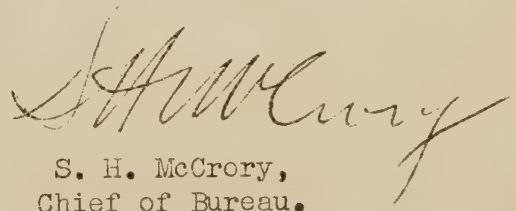
OCT 2 1937 ☆

A recent decision of the Acting Comptroller General states that it will now be necessary to show on all payrolls the classification grades of positions in the field service of this Department. This not only affects positions where formal appointments are issued, but also some positions filled by employment under letter of authority. It will not be necessary, however, to show a classification grade for unskilled laborers; semi-skilled or skilled laborers in a recognized trade or craft; nor does it apply to any letter of authority employment for intermittent service where the amount paid does not exceed \$45.00 per month.

Appointments or letter of authority employment in those positions which will require a classification must be made at the minimum salary of the appropriate grade. There is attached a chart showing the salary steps according to the different grades of the different services which is to be used as a guide in determining the rates of pay not only for formal appointments, but also for letter of authority employment if the duties are of a classified nature. The daily rate is determined by dividing the annual rate by 360 and the hourly rate determined by dividing the daily rate by the number of hours in a working day.

In the preparation of payrolls as outlined in Bureau Memorandum No. 50, dated August 23, 1937, the title of the position should be prefixed by the word "Unclassified", where applicable, such as "Unclassified Laborer"; or if positions require a classification, the title should be prefixed by an appropriate symbol, such as "CAF-1, Junior Typist".

Bureau Memorandum No. 31, dated October 2, 1934, is hereby rescinded.


S. H. McCrory,
Chief of Bureau.

Schedule of annual salary rates under Classification Act effective July 1, 1923 and amendments effective July 1, 1928 and July 15, 1930.

[illegible]

1.9
En 3 Bm

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING
Washington, D. C.

October 14, 1937.

BUREAU MEMORANDUM NO. 53

CLASSIFICATION OF TRAVEL EXPENSES.

LIBRARY
RECEIVED

☆ OCT 28 1937 ☆

U. S. Department of Agriculture

The Secretary has asked that our expenditures for travel during the Fiscal Year 1938 be kept as low as possible consistent with good administration of the work. He has also requested that we maintain a detailed record of our travel costs. This data will be compiled in this office principally from information taken from expense accounts. In case of gasoline and oil used in Government-owned passenger cars, however, where the purchase is charged and vouchered on Form 1034, certain information must come from the field.

The attached analysis sheet has been prepared to show the minimum data required for this report and should accompany each gasoline and oil voucher submitted for payment, giving the information called for relative to that particular voucher. The headings on this sheet are, in general, self-explanatory. There will be very little charged under the first and second items. The third and fourth are simple; of course, each of these headings refers to the entire trip. Under the fifth heading should be charged such travel as employees necessarily do at and adjacent to their headquarters; it is such travel performed when not in an actual travel status. In other words, if no per diem is allowable, consider it daily routine travel. The sixth heading covers travel performed principally by Division Chiefs or their assistants, but will not necessarily include all their travel. Charges under this item should be held, of course, to strictly administrative or supervisory work. The seventh item is self-explanatory. Under the eighth heading we believe a considerable amount of our travel will fall. A brief description is called for under this item. This should be very brief, simply stating the general purpose of the travel.

It is recognized that there may be some conflict in making charges to these various headings. In such cases the dominant purpose of the travel should govern. The following are examples:

Travel incident to transfers of official stations (Code accordingly even though to Washington, out of Washington or foreign travel may be involved).

Foreign travel (Code accordingly despite conflict with travel to or out of Washington).

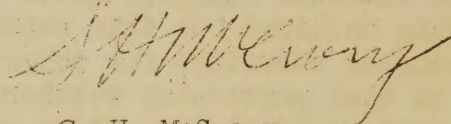
Field administrative or supervisory travel (Do not include to Washington or foreign travel).

It is requested that employees, when submitting their reimbursement accounts, also note in the space (Additional statements, etc.) on the face of the voucher the class to which the account should be charged, as for example, "Code 4" or "Code 8".

In submitting this information it is appreciated that a certain amount of estimating must be done.

These instructions are effective immediately. The data for vouchers already submitted for payment will be compiled by this office.

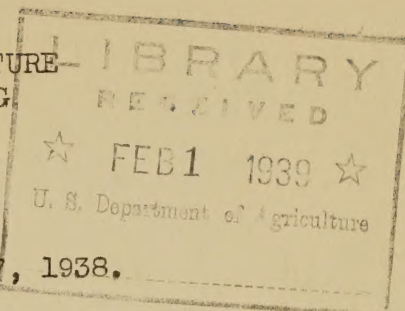
A small supply of this analysis sheet is attached and additional copies may be obtained by requisition upon this office.



S. H. McCrory,
Chief of Bureau.

1.9
En3 Bm

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING
Washington, D.C.



December 27, 1938.

BUREAU MEMORANDUM NO. 58

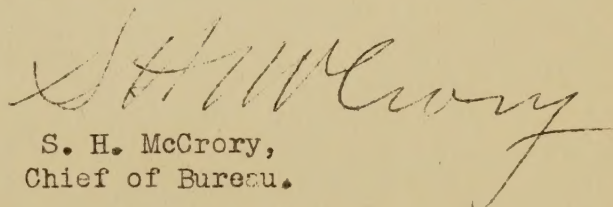
The following memorandum circulated among the staff of the Bureau of Chemistry and Soils contains information of interest to members of this Bureau.

"The establishment of the new Regional Research Laboratories, which will require staffs of several hundred people, has created considerable discussion and comment among the professional personnel of the Bureau of Chemistry and Soils. The Chief of the Bureau and the Directors of the laboratories are receiving a great many inquiries from the personnel as to the possibility of obtaining positions in the extended work of the Bureau. This letter is to explain that it is not necessary for members of the Bureau's staff to file Civil Service ratings, but any of those interested may file applications for positions at the laboratories with Mr. Jack, Bureau Personnel Clerk, and such applications will be given consideration at the proper time."

"In view of the fact that the members of the staff are in most instances known to the men who have been chosen Directors of the Regional Research Laboratories no action or personal interviews will be arranged until it is time to make definite selection for filling of positions, at which time all applications will be given consideration."

"In general no appointments will be made on less than six months notice. This is for the purpose of giving the Division Chief with whom the employee is at present associated time to consider the effect on the work of his division of the loss of the men concerned and also to give him opportunity to make the necessary arrangements for retaining the man or refilling the position."

Very truly yours,


S. H. McCrory,
Chief of Bureau.

